

## BEFORE YOU BEGIN

### NEW/INITIAL COLLECTION AGENCY LICENSURE

#### APPLICATION INSTRUCTIONS

Thanks for your interest in becoming licensed as a NC Collection Agency. We invite you to visit our website at [www.ncdoi.com/asd/asd\\_collection.aspx](http://www.ncdoi.com/asd/asd_collection.aspx) to view the collection agency laws and regulations cited in North Carolina General Statutes, Chapter 58, Article 70. You will also find our FAQ list, renewal information, legislative updates, etc. In accordance with NCGS § 58-70, any person, firm, corporation or association desiring to secure a permit shall make application to the Commissioner of Insurance. Each location is required to have a separate license; for that reason collection agency licenses/permits cannot be shared.

**For your convenience, we suggest having the following items readily available in order to assist in the completion of this application for new licensure as a North Carolina Collection Agency.**

- ✓ Application Fee \$1,050.00 payable to NC Department of Insurance (*non-refundable*)
- ✓ Board Resolution/Owner Authorization to apply for a NC collection agency license/permit
- ✓ Personal Questionnaires (Form DOI-5C) for all owners, governing members, and officers
- ✓ Corporate Formation Documents (*notarized and/or certified by State*)
  - ✓ For Corporations: Articles of Incorporation and By-Laws
  - ✓ For LLCs: Articles of Organization and Operating Agreement
  - ✓ For Partnerships: Partnership Agreement
- ✓ Certificate of Authority from NC Secretary of State (*foreign & alien applicants only*)
- ✓ Detailed Description of Collection Methods/Processes
- ✓ Samples of Correspondence to Debtors
- ✓ Trust Account Bank Statement
- ✓ Company Balance Sheet (*dated end of month just prior to application submission*)
- ✓ Original Notarized Surety Bonds and Power of Attorney (*w/Revision Date: 04/03/2013*)

#### MAIL APPLICATION, FEE AND ATTACHMENTS TO:

**OVERNIGHT MAIL:**  
BANK OF AMERICA LOCKBOX SERVICES  
LOCKBOX 742175  
6000 FELDWOOD ROAD  
COLLEGE PARK, GA 30349

**USPS MAIL:**  
NORTH CAROLINA, STATE OF DOI  
PO Box 742175  
ATLANTA, GA 30374-2175

**REMEMBER TO RETAIN A FILE COPY FOR YOUR RECORDS**

**VISIT US ON THE WEB: [WWW.NCDOI.COM/ASD](http://WWW.NCDOI.COM/ASD)**